

**THE 2016 COMPENSATION PLAN
FOR THE CITY OF BLOOMINGTON**
Effective December 31, 2015

AMENDED March of 2016 – See Page 9

Section 1. Basic Table of Numbered Pay Ranges for Employees in Clerical and Related Classifications

Section 1.1 Each numbered pay range in the table shall consist of a basic hourly rate and the annual equivalent at Step 1. Intervals between Step 1 and Step 2, and between Step 2 and Step 3 shall approximate 5%; intervals between Steps 3, 4, and 5 shall approximate 3%, respectively, and the interval between Step 5 and Step 6 shall approximate 5%.

Section 1.2 **Pay Ranges**

| Range No. | Hourly Rate (Step 1) | STEPS | | | | | |
|-----------|----------------------|--------|--------|--------|--------|--------|--------|
| | | 1 | 2 | 3 | 4 | 5 | 6* |
| 101 | 18.9379 | 39,391 | 41,360 | 43,429 | 44,732 | 46,075 | 48,379 |
| 102 | 20.4605 | 42,558 | 44,685 | 46,919 | 48,327 | 49,777 | 52,265 |
| 103 | 22.1351 | 46,041 | 48,343 | 50,759 | 52,281 | 53,850 | 56,543 |
| 104 | 22.7992 | 47,422 | 49,792 | 52,282 | 53,851 | 55,467 | 58,241 |

*Step 6 is applicable to employees who have completed 10 years of service whose performance warrants a merit increase. Employees shall attain this step only upon recommendation of the employee's supervisor, concurrence of the Department Head, and with final approval of the City Manager.

Section 1.3 **Position Classification Assignment**

This assignment includes all of the classifications in the Clerical and Related job family in the appropriate pay range in the basic table of numbered pay ranges in the Position Classification Plan. It designates the number of steps in the range for each classification. All positions are in the classified service.

Section 1.3.A **Assignment Table**

| <u>Job No.</u> | <u>Classification</u> | <u>Range No.</u> |
|----------------|----------------------------|------------------|
| 1110 | Customer Service Assistant | 102 |
| 1115 | Information Assistant | 102 |
| 1105 | Mail Coordinator | 101 |
| 1120 | Office Assistant | 103 |
| 1125 | Police Records Assistant | 104 |
| 1130 | Property Control Assistant | 104 |

Section 1.4 Basic Table of Numbered Pay Ranges for Clerical Employees in Performance Range Classifications

Section 1.5 Each numbered pay range in the table shall consist of a basic hourly rate and the annual equivalent at Step 1. Intervals between Step 1 and Step 2, and between Step 2 and Step 3 shall approximate 5%; after 18 months of service an employee may be eligible for a performance increase within the performance range. Recommendation for a performance increase shall be made by the Department Head and final approval shall be determined by the City Manager.

Section 1.6 **Pay Ranges**

| <u>Range No.</u> | <u>Hourly Rate (Step 1)</u> | <u>STEPS</u> | | | <u>Performance Range</u> |
|------------------|-----------------------------|--------------|----------|----------|--------------------------|
| | | <u>1</u> | <u>2</u> | <u>3</u> | |
| 111 | 22.1351 | 46,041 | 48,342 | 50,759 | 50,759 – 56,541 |
| 112 | 23.5437 | 48,971 | 51,420 | 53,991 | 53,991 – 65,621 |
| 113 | 26.4684 | 55,054 | 57,807 | 60,698 | 60,698 – 75,135 |

Section 1.6.A **Assignment Table**

| <u>Job No.</u> | <u>Classification</u> | <u>Range No.</u> |
|----------------|--------------------------------|------------------|
| 1140 | Accounting Assistant | 112 |
| 1160 | Administrative Assistant | 113 |
| 1145 | Assessment Assistant | 112 |
| 1165 | City Manager's Secretary | 113 |
| 1180 | Lead Police Records Assistant | 113 |
| 1170 | Legal Administrative Assistant | 113 |
| 1150 | Office Support Specialist | 112 |
| 1135 | Parts Room Attendant | 111 |
| 1155 | Payroll Specialist | 112 |
| 1175 | Records Specialist | 112 |

Section 2. **Basic Table of Numbered Pay Ranges for Employees in Technical Classifications**

Section 2.1 Each numbered pay range in the table shall consist of a basic hourly rate and the annual equivalent at Step 1. Intervals between Step 1 and Step 2, and between Step 2 and Step 3 shall approximate 5%; intervals between Steps 3, 4, and 5 shall approximate 3%, respectively, and the interval between Step 5 and Step 6 shall approximate 5%.

Section 2.2 **Pay Ranges**

| Range No. | Hourly Rate (Step 1) | STEPS | | | | | |
|-----------|----------------------|--------|--------|--------|--------|--------|--------|
| | | 1 | 2 | 3 | 4 | 5 | 6* |
| 202 | 23.0169 | 47,875 | 50,268 | 52,781 | 54,367 | 55,996 | 58,796 |
| 203 | 25.4251 | 52,884 | 55,528 | 58,304 | 60,053 | 61,854 | 64,949 |

*Step 6 is applicable to employees who have completed 10 years of service and whose performance warrants a merit increase. Employees shall attain this step only upon recommendation of the employee's supervisor, concurrence of the Department Head, and with final approval of the City Manager.

Section 2.3 **Position Classification Assignment**

This assignment includes all of the classifications in the Technical family in the appropriate pay ranges in the Position Classification Plan. It designates the number of steps in the range of each classification. All positions are in the classified service.

Section 2.3.A **Assignment Table**

| Job No. | Classification | Range No. |
|---------|--------------------------------|-----------|
| 1210 | Communications Specialist | 203 |
| 1215 | Graphics Production Specialist | 203 |
| 1205 | Print Shop Coordinator | 202 |
| 1220 | Senior Production Specialist | 203 |

Section 2.4 Basic Table of Numbered Pay Ranges for Technical Employees in Performance Range Classifications

Section 2.5 Each numbered pay range in the table shall consist of a basic hourly rate and the annual equivalent at Step 1. Intervals between Step 1 and Step 2, and between Step 2 and Step 3 shall approximate 5%; after 18 months of service an employee may be eligible for a performance increase within the performance range. Recommendation for a performance increase shall be made by the Department Head and final approval shall be determined by the City Manager.

Section 2.6 **Pay Ranges**

| <u>Range No.</u> | <u>Hourly Rate (Step 1)</u> | <u>STEPS</u> | | | <u>Performance Range</u> |
|------------------|-----------------------------|--------------|----------|----------|--------------------------|
| | | <u>1</u> | <u>2</u> | <u>3</u> | |
| 214 | 26.4008 | 54,914 | 57,659 | 60,542 | 60,542 – 67,635 |
| 215 | 29.6215 | 61,613 | 64,694 | 67,928 | 67,928 – 75,002 |
| 216 | 31.3213 | 65,148 | 68,407 | 71,825 | 71,825 – 80,376 |
| 217 | 33.0299 | 68,702 | 72,137 | 75,742 | 75,742 – 84,757 |

Section 2.6.A **Assignment Table**

| <u>Job No.</u> | <u>Classification</u> | <u>Range No.</u> |
|----------------|-----------------------------------|------------------|
| 1225 | Communications Technician | 214 |
| 1230 | Engineering Technician | 214 |
| 1235 | Laboratory Analyst | 215 |
| 1245 | Senior Engineering Technician | 216 |
| 1265 | Senior Instrumentation Technician | 217 |
| 1270 | Senior Signal Technician | 217 |
| 1250 | Senior Utility Service Specialist | 216 |
| 1255 | Signal/Instrumentation Technician | 216 |
| 1240 | Utility Service Specialist | 215 |
| 1260 | Water Resources Specialist | 216 |

Section 3. **Basic Table of Numbered Pay Ranges for Employees as Skilled Operators and Related Classifications**

Section 3.1 Each numbered pay range in the table shall consist of a basic hourly rate and the annual equivalent at Step 1. Intervals between Step 1 and Step 2, and between Step 2 and Step 3 shall approximate 5%; intervals between Steps 3, 4, and 5 shall approximate 3%, respectively, and the interval between Step 5 and Step 6 shall approximate 5%.

Section 3.2 **Pay Ranges**

| Range No. | Hourly Rate (Step 1) | STEPS | | | | | |
|-----------|----------------------|--------|--------|--------|--------|--------|--------|
| | | 1 | 2 | 3 | 4 | 5 | 6* |
| 301 | 18.3719 | 38,214 | 40,124 | 42,130 | 43,393 | 44,695 | 46,930 |
| 302 | 22.6177 | 47,045 | 49,397 | 51,867 | 53,422 | 55,024 | 57,776 |
| 303 | 24.2627 | 50,466 | 52,989 | 55,638 | 57,308 | 59,027 | 61,978 |
| 304 | 26.5816 | 55,290 | 58,054 | 60,957 | 62,785 | 64,668 | 67,902 |

*Step 6 is applicable to employees who have completed 10 years of service and whose performance warrants a merit increase. Employees shall attain this step only upon recommendation of the employee's supervisor, concurrence of the Department Head, and with final approval of the City Manager.

Section 3.3 **Position Classification Assignment**

This assignment includes all of the classifications in the Skilled Operators and Related job family in the appropriate pay ranges in the Position Classification Plan. It designates the number of steps in the range of each classification. All positions are in the classified service.

Section 3.3.A **Assignment Table**

| <u>Job No.</u> | <u>Classification</u> | <u>Range No.</u> |
|----------------|-----------------------|------------------|
| 1305 | Custodian | 301 |
| 1315 | Equipment Operator I | 303 |
| 1325 | Equipment Operator II | 304 |
| 1310 | Maintenance Worker | 302 |
| 1320 | Service Technician I | 303 |
| 1330 | Service Technician II | 304 |

Section 3.4 Basic Table of Numbered Pay Ranges for Skilled Operators in Performance Range Classifications

Section 3.5 Each numbered pay range in the table shall consist of a basic hourly rate and the annual equivalent at Step 1. Intervals between Step 1 and Step 2, and between Step 2 and Step 3 shall approximate 5%; after 18 months of service an employee may be eligible for a performance increase within the performance range. Recommendation for a performance increase shall be made by the Department Head and final approval shall be determined by the City Manager.

Section 3.6 **Pay Ranges**

| Range No. | Hourly Rate (Step 1) | STEPS | | | Performance Range |
|-----------|----------------------|--------|--------|--------|-------------------|
| | | 1 | 2 | 3 | |
| 311 | 25.4756 | 52,989 | 55,638 | 58,420 | 58,420 – 65,865 |
| 312 | 27.3160 | 56,817 | 59,658 | 62,641 | 62,641 – 73,785 |

Section 3.6.A **Assignment Table**

| Job No. | Classification | Range No. |
|---------|-------------------------|-----------|
| 1335 | Fleet Technician | 311 |
| 1345 | Senior Fleet Technician | 312 |
| 1350 | Senior Utility Operator | 312 |
| 1340 | Utility Operator | 311 |

Section 4. Executive-Supervisory-Professional-Administrative Compensation

Classified and Unclassified Service

Salaries set by the City Manager within salary/performance ranges shall include, but not be limited to, the following factors:

1. The level of compensation necessary to attract and retain competent and professionally-trained personnel;
2. Performance;
3. Relationship of salary with that of those supervised;
4. Recognition of differences in professional training and experience;
5. Degrees of responsibility, number of employees supervised, scope of departmental program;
6. Degree of confidence in employee.

Base Salary Adjustments

It is the policy of the City to attract and retain competent, professionally trained personnel. The City will make efforts to hire or promote employees at a starting salary level that is below the midpoint of the respective salary range. In limited circumstances an employee may be hired or promoted to a starting salary level that is above the midpoint of the range with the written approval of the Human Resources Director or City Manager.

The City may reward competent, qualified, productive employees by setting the employee's compensation at or near the midpoint of the employee's respective range within seven (7) years of the employee's hire or promotion date. Only employees who meet performance expectations shall qualify for salary adjustments. No employee shall be entitled to a base salary adjustment. To reward exceptional, outstanding performance or to address recruiting experience or market conditions the City may provide additional base salary adjustments. The base salary adjustments may place the employee at a salary level that exceeds the midpoint but is less than the maximum of the respective salary range. A performance based salary increase requires City Manager approval.

Lump Sum Incentives

The City may also reward employees who demonstrate excellent work performance by granting lump sum incentive payments. Eligibility for lump sum payments is limited to only executive/supervisory/professional/administrative employees and other non-exempt employees who are not represented by a bargaining unit and who are included and positioned in Performance Ranges of Sections 1.6, 2.6 and 3.6 of the Compensation Plan.

Factors considered for a lump sum payment include those listed in Section 7 of the Compensation Plan and Section 5.8 of the Employment Rules and extraordinary job performance of the employee. Other program conditions include the availability of funds, the recommendation of the Department Head, and the discretion and approval of the City Manager.

A lump sum incentive payment is a one-time payment that may be paid to an eligible employee that may not be less than 2.5% but not more than 5% of the employee's annual base wage or salary. A lump sum incentive payment is not a base salary adjustment to be considered for future increases.

| Section 4.1 | Annual Salary Ranges | Midpoint |
|--------------------|---|------------------|
| Grade I | \$127,554 - \$169,814 | \$148,684 |
| | Chief Financial Officer Chief of Police Director of Community Development Director of Community Services Director of Human Resources Director of Public Works Fire Chief | |
| Grade II | \$90,981 - \$129,116 | \$110,049 |
| | Assistant Fire Chief/Operations and Training Assistant Fire Chief/Fire Marshal Building & Inspection Manager City Assessor City Engineer Deputy Chief of Police Deputy Director of Public Works Environmental Health Manager Finance Manager HRA Administrator Human Services Manager Information Systems Manager Maintenance Superintendent Parks & Recreation Manager Placemaking and Engagement Program Manager Planning Manager Port Authority Administrator Public Health Administrator Traffic and Transportation Engineer Utilities Superintendent | |
| Grade III | \$75,818 - \$108,316 | \$92,067 |
| | Assistant Building Official Assistant Maintenance Superintendent Assistant Parks & Recreation Manager Assistant Public Health Administrator Assistant Traffic Engineer Assistant Utilities Superintendent Budget Manager City Clerk Civilian Services Manager Communications Administrator <u>Director of Creative Placemaking & Engagement</u> Environmental Health Supervisor Golf Course Manager Information Systems Supervisor Local Area Network Administrator Public Health Program Manager Risk and Litigation Manager Senior Civil Engineer | |

Senior Planner
Wide Area Network Administrator

| | | |
|-----------------|----------------------------|-----------------|
| Grade IV | \$67,330 - \$95,971 | \$81,651 |
|-----------------|----------------------------|-----------------|

Adaptive Recreation Supervisor
Analyst
Arts Center Manager
Assistant Finance Manager
Chief Commercial Appraiser
Chief Residential Appraiser
Civil Engineer
Creekside Community Center Coordinator
Customer Service Supervisor
Fleet Maintenance Supervisor
Facilities Maintenance Supervisor
Health Activity Supervisor
HRA Program Manager
Human Resources Representative
Human Services Administrative Coordinator
Ice Garden Manager
Park Maintenance Supervisor
Professional Land Surveyor
Street Maintenance Supervisor
Traffic Supervisor
Utilities Supervisor
Water Quality Supervisor

| | | |
|----------------|----------------------------|-----------------|
| Grade V | \$58,345 - \$87,066 | \$72,706 |
|----------------|----------------------------|-----------------|

Accountant
Assistant Golf Course Manager
Auditor
Communications Supervisor
Computer Specialist
Crime Analyst
Golf Course Maintenance Superintendent
Health Specialist
Human Services Program Coordinator
Ice Garden Maintenance Superintendent
License Examination Manager/Deputy City Clerk
Motor Vehicle Supervisor
Office Supervisor
Safety & Compliance Coordinator
Web Coordinator
Youth Health Promotion Specialist

| | | |
|-----------------|----------------------------|-----------------|
| Grade VI | \$56,467 - \$80,231 | \$68,349 |
|-----------------|----------------------------|-----------------|

Assistant Golf Course Maint. Superintendent
 Crime Prevention Coordinator
 Customer Billing Supervisor
 Deputy City Clerk-Elections/Administration
 Records Manager/Deputy City Clerk
 Food and Beverage Coordinator
 Municipal Cable Coordinator
 Public Health Nurse
 Public Works Project Coordinator
 Purchasing Agent
 Recreation Supervisor

Section 5. UNCLASSIFIED SERVICE EMPLOYEES

| | | |
|--------------------|-----------------------------|-----------------|
| Section 5.1 | Annual Salary Ranges | Midpoint |
|--------------------|-----------------------------|-----------------|

| | | |
|----------------|------------------------------|------------------|
| Grade I | \$127,554 - \$169,814 | \$148,684 |
|----------------|------------------------------|------------------|

Assistant City Manager
 City Attorney

| | | |
|-----------------|-----------------------------|------------------|
| Grade II | \$90,981 - \$129,116 | \$110,049 |
|-----------------|-----------------------------|------------------|

Associate Attorney (Civil)

| | | |
|------------------|-----------------------------|-----------------|
| Grade III | \$75,818 - \$108,316 | \$92,067 |
|------------------|-----------------------------|-----------------|

Associate Attorney (Prosecution)

| | | |
|-----------------|----------------------------|-----------------|
| Grade IV | \$58,345 - \$87,066 | \$72,706 |
|-----------------|----------------------------|-----------------|

Paralegal

Section 5.2 Temporary Positions.

The Director of Human Resources is authorized to establish the individual rates of pay for temporary positions. When establishing rates the Director of Human Resources shall consider the responsibilities of the position, the duties and pay for other positions, prevailing rates of pay within the area, federal and state statutes, budget resources, recruiting experience, and other pertinent factors.

Section 6. **EXTRA DUTY PAY**

Section 6.1 The City Manager is authorized to add up to \$3,000.00 monthly increment to the salary for any position for such length of time as he may determine to compensate an individual for assuming assigned duties and responsibilities which are in addition to the regular duties of the position.

Section 7. **EXCEPTIONAL SERVICE PAY**

Section 7.1 **Policy**

The City of Bloomington encourages its employees to excel in the performance of their job duties and to enhance the City's quality of service. Individual or group efforts that improve customer service, promote efficiency, and minimize costs are to be commended.

To recognize service improvements put forth by employees, the City may grant additional pay for demonstrated exceptional service. Regular employees who are not represented by a bargaining unit and have completed their initial probationary period may be eligible to receive exceptional service pay. Certain performance criteria are a requisite as well as recommendations of the employee's supervisors and the Department Head and approval of the City Manager.

Section 7.2 **Performance Criteria**

- A. Effort--The effort of work exceed expectations. The work produced a positive, significant effect for the City. The product or service provided clearly demonstrates an extra effort put forth by the employee.
- B. Consistency--The effort required is of sufficient duration and the exceptional service is consistently applied to customers, residents and/or employees.
- C. Quality--The product or service produced is of the highest quality.
- D. Quantity--The amount of work produced clearly exceeds expectations.
- E. Originality--The product or service is creative or innovative.
- F. Cost saving/revenue generating--The product or service will create a substantial cost saving or revenue generating effect for the City.
- G. Efficiency--Efficiency of City operations is measurably enhanced by the employee's work.

To qualify for Exceptional Service Pay the employee(s) must meet each of the criteria A, B and C plus one of the additional criteria: D or E or F or G.

Section 7.3 **Approval Procedure**

Requests for exceptional service pay may be made by the employee, another City employee, or supervisor. The written request should detail the achievement of the performance criteria, and then be sent to the employee's supervisor. The employee's supervisor will comment in writing on merits of the request and forward it to the respective Department Head. The Department Head will comment on the request and notify the employee(s).

The Department Head may forward the report to a committee of all City Department Heads. If sent to the committee the request will be reviewed and reported to the City Manager with or without recommendations. The City Manager has the sole authority to grant exceptional service pay. The Manager may accept the recommendation, and approve the request, deny the request, or take action on the request, modifying it to serve the best interests of the City. The Manager's decision shall be in writing. The employee's Department Head will notify the employee of the Manager's decision.

Section 7.4 **Payment**

The City Manager may add up to a \$2,000.00 as a lump sum payment to an unrepresented, regular full-time employee as exceptional service pay. The amount shall not exceed \$2,000.00 per occurrence and City Manager approval. No employee shall receive more than \$4,000.00 per calendar year as exceptional service pay.

Section 7.5 **Report**

The City Manager shall file with the City Council each year before the time set for the adoption of the annual budget a report of his action in exercise of his authority for Exceptional Service Pay.